



Injury Compensation Center of Excellence

Fact Sheet

Army Benefits Center-Civilian

Excellence Through Partnership

Filing a CA-7 in ECOMP

What is ECOMP?

The Employees' Compensation Operations & Management Portal is a Department of Labor application that will allow employees to file CA-1 and CA-2 forms electronically.

When to file a CA-7?

An employee with an accepted workers' compensation claim that has sustained wage loss can file a Form CA-7 to claim compensation for periods of disability or time lost due to medical appointments and treatment.

If wage loss continues, beyond the initial claim for compensation, employee can submit subsequent CA-7 forms each two weeks.

Employees can also file a claim for a Schedule Award using form CA-7.

Steps to file...

1. Employee Dashboard:

If claim (CA-1 or CA-2) was initially filed through ECOMP, employees can access the case via Employee Dashboard.

If claim was not initially filed through ECOMP, employees can locate an existing case from Employee Dashboard by choosing the option to "Start a new CA-7 based on a case not listed here."

2. Upload Documents:

Employees must submit medical evidence to support disability for any period claimed. Supporting documentation can be uploaded when filing CA-7 or any time thereafter via ECOMP.

3. Review Form:

The employee will be allowed the opportunity to review the information entered. If changes are needed, the employee can go back and make changes.

4. Sign and Submit Form:

The last step in the process is to sign the form and submit. The form may be saved at any time, and completed later. Once the form has been submitted, it will be reviewed by the employee's supervisor and/or the Agency Reviewer before submission to OWCP.

5. Additional Forms may be required:

Employees who file a CA-7 for intermittent hours or days, should also complete form CA-7a (Time Analysis Form) which can be completed through ECOMP.

If employee is claiming leave buy back, Form CA-7b (Leave Buy Back Worksheet) cannot be processed through ECOMP. Please contact ICCoE at 1-866-792-7620.